



ePayments For Printing & Photocopying Student User Guide

Getting started

1. Go to <https://secure.xprenterprise.net/Content/WebPortal/Login.aspx?org=24>
2. Sign-up for an account using your GSA email address eg J.Bloggs@student.GSA.ac.uk
3. A confirmation email will be sent to your GSA email account
4. Click link in that email and log-in using your GSA email address and the password you just set.
5. Your Account Summary Page will then be display available credit and options
6. Click "Top up your account" and enter card details to top up funds

Questions and Answers

Q. How much does it cost to print?

A. Our Charges:

A4 black & white	5p	A4 Colour	30p
A3 black & white	9p	A3 Colour	50p

Q. What payment method can I use?

A. Delta, MasterCard, VISA, Maestro, American Express

Q. How can I print a receipt showing how much money I have added to my account?

A. Log in to your account and click "View top-up history" and print that page.

Q. Where can I spend my print/photocopying credits?

A. On any multi-functional device in student areas on campus.

Q. Can I add less than £3 at a time?

A. No. Unfortunately it is not possible to add amounts less than £3 to your account.

Q. What happens to any unused credit when I graduate or leave for any another reason?

A. Any amount higher than £5 will be refunded by the Finance Office. Please complete this form http://lib.gsa.ac.uk/wp-content/uploads/2014/10/Print_Credit_Refunds.pdf

Q. What happens if I have added money to my account but my credit has not been updated?

A Please contact the Finance Team (fees@gsa.ac.uk)

Q. I am GSA Singapore student, should I use this system?

A. No

Last updated 1st October 2014